

The Three Why's



Why E-mail E-discovery Management?

To reduce pre-case assessment costs and determine case direction strategy requires greatly improved e-discovery management techniques for e-mail. Monitoring of electronic communications in accordance with regulatory and/or corporate policy has been passive and after-the-fact. Reducing the burden and costs associated with e-discovery calls for ensuring the accessibility to messages and associated records. This must be accomplished while meeting litigation support requirements with (external) record retention regulations and adherence to internal records management policies. Corporations need to interact with e-mail in a proactive manner that is fast, accurate and timely to meet regulatory/policy requirements.

Why Buy Now?

The continual and phenomenal growth in the volume of e-mail generated and involvement in litigation will not end soon. Resources required to manage this growth continue to increase. Corporations are aware of the costly failures of major companies to preserve and produce relevant e-mails and other electronic information in response to litigation and compliance requirements. The scope of "preserve and produce obligations" expanded geometrically when the Federal e-discovery rules went into effect December 2006.

Why Looking Glass for Corporate Counsel?

Rapid identification, collection and organization of relevant Electronically Stored Information (ESI)

- Accelerates the review process dramatically by reducing millions of messages instantly to a subset of accurate relevant information
- Reduces review costs by sending only the most relevant data to external providers and/or outside counsel
- Facilitates earlier case assessment as a result of receiving expedited information during process, review and analysis
- Ensures the integrity and authenticity of discoverable data, including metadata



Key Benefits

- ▶ Provides better archive management capabilities and monitoring tools that enable corporations improved ability to search, retrieve and examine all email.
- ▶ Allows corporations to move forward with email archiving solutions with a better alternative for legal retention.
- ▶ Provides for active monitoring to enable proactive email management versus after-the-fact document production.
- ▶ Highly responsive to the unique and changing requirements for compliance and records retention. General Counsel is equipped with the ability to detect unusual or suspicious activity while conducting investigations.
- ▶ Improves search for specific content or event occurrences within specified ranges due to the dynamic categorization and classification functions
- ▶ Tracks all email activity history and social networking
- ▶ Flags e-mails and forwards them for more detailed examination
- ▶ Reduce the time and resources required to actively manage the email archiving activities

Use Case 1

An Employer let's an individual go. The employee's response is to delete all contracts they are managing and sends an email to a friend outside the company stating "I'll show them how valuable I am" then hard deletes the email.

Within 1 hour the contracts are recovered from LookingGlass along with the email sent to the friend. When they show up 2 weeks later for a wrongful termination case, the lawyer reviews the email and the case is immediately dismissed.

Use Case 2

The legal team receives several PSTs containing email from all those involved in the case. All of the PSTs require review for case related data but many of the emails are duplicates. Searching each PST individually is time consuming and prone to error. Both teams are concerned that some data might go undetected.

A central repository is established using LookingGlass whereby all PSTs are included in this single location. Duplicates are immediately eliminated while searches are fast, accurate and completed in a timely manner by the litigation team without involvement from any IT resources.

Corporate Counsel Value

✓ Save on costs during processing of information

✓ More time to focus on other value-added tasks

✓ Gives accurate view of evidence

✓ Reduces the dependency on IT resources

Supported Environments

- ▶ Server - Windows Exchange Server 5.5 and Above (both 32-bit and 64-bit)
- ▶ Database - Windows SQL Server 2000 and Above (both 32-bit and 64-bit)
- ▶ Client - Windows 2000 and Above
- ▶ Email - Windows Outlook 2000 and Above

Interactive Message Management Enabling Archiving and Data Loss Prevention